

## CONTENT AREA

### ASI Flexible Spending - Direct Deposit of Reimbursements

## ISSUE/QUESTION

Will HRIS pass bank account and email information on to ASI for new employees who want their reimbursements directly deposited into a bank account as OPM did?

## ANSWER

No. New employees who enroll in the ASI flexible spending accounts plan and wish to receive their reimbursements by direct deposit into their bank, credit union, or savings & loan account must now initiate a direct deposit account by completing an ASI Direct Deposit Form. This form can be mailed or faxed to ASI. Contact information for ASI can be found on the form.

This change does not affect existing employees who already receive their reimbursements via direct deposit. ASI will continue to direct deposit these reimbursements, unless there is a change to an employee's bank account. In the event of a change to an existing account, the employee will then need to contact ASI.

The Flexible Spending Accounts Enrollment Form has been revised, as the direct deposit information has been removed. Please discard any previous versions of the Flexible Spending Accounts Enrollment Form, as they will not be accepted. The revised Flexible Spending Accounts Enrollment Form and the ASI Direct Deposit Form are attached to this listserv posting for your convenience. The forms can also be found at <http://www.hr.state.az.us/Onlineforms/index.htm>.

## AUTHORITY

Arizona Department of Administration – Human Resources Information Solution

## ISSUED

January 28, 2004